

CONFIDENTIALITY

The following statement needs to be included on any e-mail that contains identifying information including, but not limited to: names, addresses, Social Security number, State ID numbers, and case number regardless of the addressee.

**“THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION.
UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED.”**

The message needs to be at the beginning of any electronic message that contains confidential information. Please remember that if you are replying to a message that contains confidential information, you need to add this statement to the beginning of your reply even if the sender included the statement at the beginning of their message. Also, your subject line should not contain identifying information.

Do not use e-mail to transmit confidential information if you have any reason to believe that confidentiality could be breached.

Keep in mind that confidentiality rules have not change between FaDSS, PROMISE JOBS, and Income Maintenance Workers at DHS. This is just a clarification regarding e-mail between agencies that are already authorized to share confidential information on a * “need to know” basis

* See section 5.7 of this book for the legal reference regarding confidentiality between DHS, IWD, the Department of Education, and the Department of Human Rights for the FaDSS program.. FaDSS workers are still required by the FaDSS Program to have families sign a Release of Information. This is done to show the family respect and to help in building the partnership between the family and the FaDSS Worker.